

PASS TIMES

A PERSUPP DET Yokosuka Newsletter

Volume 7, Number 6
September 2006

The PASSTIMES can be viewed online at www.psapac.navy.mil. Go to PSD/CSD Locator and select PSD Yokosuka.

PASS LIAISON REPRESENTATIVE

PASS LIAISON REPRESENTATIVE (PLR) DESIGNATION

The role of the PLR is to work closely with PSD to ensure all aspects of pay and personnel support are accomplished.

Through close liaison with PSD, PLR'S will be kept informed of policy changes that impact pay, personnel (to include checking out service records) and transportation entitlements of your shipmates, thereby greatly enhancing the quality of service we can all provide to our shipmates.

PSD is currently reviewing the PLR program. This review includes ensuring that all PLRs are designated in writing.

Commands were required to submit designation letters to PSD no later than **15SEP06**.

The following commands have submitted designation letters:

CFAY(Operations)
SUBGRU SEVEN
SPAWARSYCEN
NAVCOMTELSTA
DESRON FIFTEEN
MDAO
SRF
AFN YOKOTA
NCTSI



IMPORTANT ANNOUNCEMENT

Effective immediately, commands should forward post mast legal packages to PSD Admin. For any questions regarding Record of Unauthorized Absence (NAVPERS 1070/606) or Court Memorandum (NAVPERS 1070/607), please contact YN1 Glenn at 243-7953.

DISBURSING

LEAVE ACCRUAL



Reference:

- (a) SECNAVINST 1050.5C
- (b) MILPERSMAN 1050-070
- (c) NAVADMIN 244/04

Taking a break from the daily obligations and responsibilities of service to our nation is a benefit all Sailors work hard to earn and should enjoy. But as we continue our global war on terrorism, Sailors serving on the "frontlines" may not have the opportunity to take advantage of this benefit.

Qualifying Sailors can now retain up to 120 days of leave across fiscal years instead of the previous maximum allowance of 90 days provided they serve in a qualifying assignment on active duty for at least 120-consecutive days.

The phrase "use or lose" leave applies to accrued leave in excess of the normal 60 days that can be carried forward to the new fiscal year (which will be lost if not taken

within the fiscal year involved). Servicemembers should refer to his or her LES for the number of days affected.

SECNAVINST 1050/5C and NAVADMIN 244/04 provide specific guidelines for leave accrual in excess of 60 days but no more than 120 days.

Special leave accrual shall not be used to authorize accumulation of leave in excess of 60 days for personnel who do not manage their leave properly. Members are expected to take advantage of authorized leave periods and use leave periods and use leave authorized incident to permanent changes of duty.

Leave balances that would have been lost at the end of the fiscal year, regardless of whether the member was assigned to prescribed duty, will not be carried over.

As a reminder, affected personnel desiring to carry over more than 60 days of leave must declare eligibility through their chain of command.

Requests for special leave accrual must be submitted no later than the end of the first quarter of the following fiscal year for which the member is requesting special leave accrual (e.g. 31DEC06).

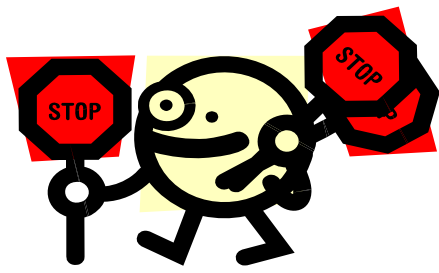
Commanding Officers are responsible for conducting service record reviews to determine eligibility and ensuring requests for leave

accrual are submitted on time to prevent lost of leave earned.

The Navy's policy of encouraging members to take leave has not changed. Leave provides respite from the work environment and contributions to improved performance and increased motivation and productivity. When mission permits, service members are encouraged to use their leave in the year it is earned.

Example: A request for fiscal year 2006 special leave accrual should be submitted after 30 Sep 2006 but not later than 31 Dec 2006.

CUSTOMER SERVICE TEAMS



RECEIPTS/TRANSFERS

All receipt packages must be submitted to PSD no later than 5 working days following the member's date of report.

Commands should immediately notify PSD of any member who failed to report to them as prescribed by applicable directives (i.e. BUPERS Order.)

Transfer packages should be forwarded to PSD at least 45 days prior to transfer but no loss than 30 days.

SOCIAL SECURITY NUMBERS

In response to NAVADMIN 208/06, PSD Yokosuka no longer requires the entire Social Security Number (SSN) to be entered on the Transfer/Separation Information Sheet (TIS/STIS). Members should only print the last four numbers of his or her SSN.

DEPENDENCY APPLICATION/RECORD OF EMERGENCY DATA

The Page 2 and SGLI (SGLV 8286) are two of the most important documents in the service record (NAVPERS 1070/600). Service members should always make sure these documents current and up-to-date.

The following commands have Page 2's ready for verification and signature. PLR's should contact his or her designated Customer Service Team.

CFAY
DDYJ
FISC
SRF
USNH

TIMELY SUBMISSION



PLRs are reminded that it is his or her responsibility to ensure the timely submission of memorandums affecting pay, entitlements, etc.

Additionally, the Enlisted Community Managers (ECM) in Millington rely heavily on data entered through our pay and personnel systems. Recently, the ECMs have noticed an increase in delay of reporting of reenlistments.

For more information, please refer to NAVADMIN 022/06 or see your CCC.

AVOID PAY SUSPENSIONS

To avoid suspension of pays, allowances, and allotments, members should pay close attention to the Leave and Earnings Statement (LES) "REMARKS" section.

"ALL PAY AND ALLOWANCES WILL BE SUSPENDED UPON YOUR ETS DATE (ESTIMATED TIME OF SEPARATION). TO AVOID PAY PROBLEMS, MAKE YOUR CAREER DECISION EARLY!"

Normally, this statement will appear on the LES two months prior to the actual EAOS. Commands should monitor the Enlisted Distribution

Verification Report (EDVR) and take the appropriate action.

For questions or concerns regarding extensions or reenlistments, please contact PS1 Sun 243-7806.

ADMIN

NAME CHANGE

Change of name in the official record is made only after an administrative examination of the evidence and approval by Navy Personnel Command (NAVPERSCOM).

A change of surname due to marriage or divorce shall be reported immediately. A name may not contain punctuation marks, including a hyphen, apostrophe, comma, period, or space.

The member must forward request for name change to NAVPERSCOM (PERS-312) via the commanding officer. The member's social security number and complete mailing address are required to ensure proper identification.

The request shall be accompanied by appropriate documentary evidence verifying the change in name. Examples of such suitable evidence are as follows:

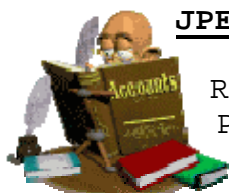
a. Marriage certificate.

b. Final divorce decree containing provision for restoration of maiden name.

- c. Court order authorizing name change.
- d. Birth certificate.
- e. Naturalization certificate.

For more info, please refer to MPM 1000-130.

JPERSTAT



JPERSTAT REQUIREMENT

Recently, Commander Pacific Fleet (COMPACFLT) published new JPERSTAT reporting guidelines. This new format became effective 06MAY08 and supersedes all previous JPERSTAT reporting procedures.

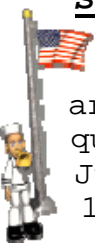
For a copy of the reference and an electronic template of the new format, send an e-mail request to

Kevin.sun@fe.navy.mil.

All reports must be submitted to PSD on **Tuesday's before 1000**. As a reminder, inputs should be forwarded via e-mail to the PSD CDO at:

psdyoko_cdo@psapac.navy.mil.

STRENGTH STATUS REPORT



Strength Status Reports are due to PSD Yokosuka quarterly: 15 March, 15 June, 15 September, and 15 December.

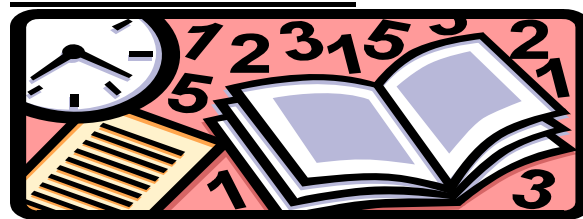
Messages and e-mails are sent as reminders for timely

submission of required reports. If you have any questions regarding the Strength Status Report, please contact YN1(SW) Glenn at 243-7953 or via e-mail at Juacheka.glenn@fe.navy.mil

SEA NOTE

Congratulations to YN1 Townsend from CNFJ for his selection as PSD Yokosuka PLR of the Month for September 2006.

SUGGESTIONS:



If you have any suggestions, comments, concerns, or questions, please feel free to contact PSD PLR Coordinator, PSC(SW) Kinchen at 243-8454 or by e-mail at melanie.kinchen@fe.navy.mil.

REMINDER: PSD IS SECURED EVERY WEDNESDAY UNTIL 0900 AND AT 1500 ON THE FIRST AND THIRD WEDNESDAYS OF THE MONTH FOR COMMAND TRAINING.

The monthly PLR Seminar be held October 25, 2006.